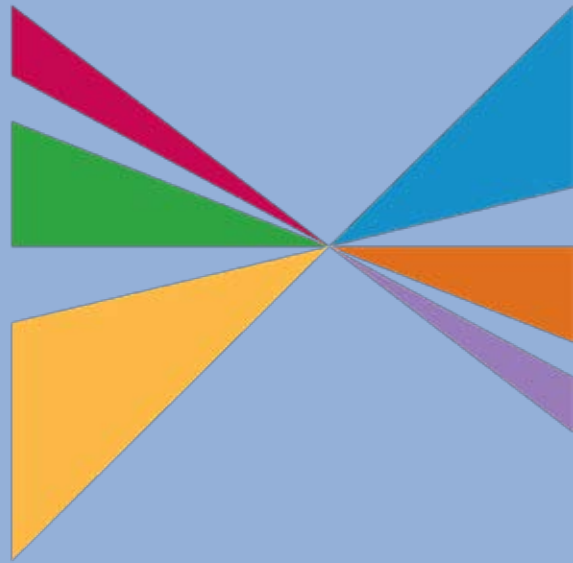


SOUTHERN CALIFORNIA



**ASSOCIATION of  
GOVERNMENTS**

invites applications for the position of...  
**Deputy Executive Director**



# Values Statement

Our philosophy of **Regional Leadership**, **Collaboration** and **Excellence** is anchored in our Shared Values of Professionalism, Integrity, Service and Innovation.

## Join SCAG's Executive Leadership Team

This is an exceptional opportunity for an energetic, enthusiastic and team-oriented public sector executive to join the Southern California Association of Governments (SCAG). Reporting to the Executive Director, this is an opportunity for a forward-thinking leader to plan, direct, manage, administer, and oversee the finance and administrative departments of this planning organization. Other responsibilities include coordinating activities with other internal departments, and dealing with the Regional Council and other inter-governmental agencies. The Deputy Executive Director provides highly responsible and complex administrative support to the Executive Director, Regional Council, General Assembly, and other policy bodies of the Regional Council.



## About Southern California Association of Governments

Forty years ago, cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments for the purpose of fulfilling federal intergovernmental planning mandates, including managing a "continuing, cooperative and comprehensive" regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura Counties, and 188 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscape have changed substantially. Fueling these dramatic regional changes has been a doubling of the population from 8.4 million to 18 million people since SCAG's formation.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, 14 sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 168 of the 188 cities in the region are member agencies. SCAG represents the 10<sup>th</sup> largest world economy and is the largest regional planning agency in the nation. As a result, the state and federal governments over the years have expanded SCAG's original mission by assigning additional regional policy setting responsibilities in the areas of transportation, air quality, housing, water quality, and solid waste disposal planning, among others. Mr. Hasan Ikhata was appointed Executive Director in January 2008 and provides executive leadership and guidance to the organization and works closely with the Executive Committee and the Regional Council.



Decision-making occurs through SCAG's Regional Council, a government body composed of 84 city and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, as well as with 14 sub-regional Councils of Governments (COGs) that represent SCAG's member cities and counties.

SCAG is known to be a "window to the world" due to its responsibilities for planning for regional aviation, traffic congestion and air quality, population growth, housing and the movement of goods in the largest regional planning area in the nation. SCAG headquarters is located in bustling downtown Los Angeles in the former, beautifully refurbished, Barker Brothers Furniture Building (818 West 7th Street). For interested candidates, the downtown area offers many housing options as a result of the recent focus on revitalizing the urban core. Additionally, the general area is also known for its cultural venues, sports centers, garment and jewelry district, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. There are also four architecturally acclaimed theater complexes, including the new Walt Disney Concert Hall. Los Angeles is home to such professional sports organizations as the L.A. Lakers, Dodgers, Clippers, Sparks, and the Kings. SCAG is easily accessible by Metrolink train, underground Metro and bus. The 7<sup>th</sup> Street underground Metro stops across the street from SCAG headquarters.

## The Position

Reporting to the Executive Director, the Deputy Executive Director provides highly responsible and complex assistance on a wide variety of assignments. This position also includes direct management of professional, technical and administrative staff. Further information on the current organizational structure is available on-line at [www.ralphandersen.com](http://www.ralphandersen.com).

# Mission Statement

**Leadership, vision and progress**, which promote economic growth, personal well-being, and livable communities for all Southern Californians.

***In support of the Executive Director, assist in providing support to the Regional Council, Committees, and initiatives of the Regional Council including:***

- Assist in planning, directing, administering, and managing overall work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives; undertake and implement initiatives to inform elected officials regarding regional policy issues.
- Coordinate activities with SCAG member agencies, other agencies (local, state and federal governments); participate in national, state, and local organizations.
- Serve as the Acting Executive Director, in the absence of the Executive Director.
- Meet with member agencies to strategically resolve difficult and sensitive inquiries and complaints.

***Other key responsibilities include:***

- Provide highly responsible management assistance to the Executive Director including oversight of key staff on specific and comprehensive analyses of a wide range of policies and organizational procedures.
- Participate on a variety of committees and commissions as well as provide senior level support to the Executive Director, as needed.
- Direct the Office of Regional Council Support to ensure the internal process and preparation of Regional Council meeting agendas and reports are of high quality, readability, and timeliness.
- Assist in developing, planning and implementing organization-wide goals, objectives, and mission for the organization; recommend and administer policies and procedures.
- Working directly with the Executive Director, assist in establishing policy, direction, and leadership for operations and activities.
- Initiate and direct new program development; manage functional planning projects (if experience and skills appropriate); provide direction to assigned project staff.
- Prepare the annual budget in conjunction with the Director of Finance; assist the Executive Director in the submittal of preliminary



and final budgets to the Regional Council; monitor all revenue sources and expenditures.

- Assist the Executive Director and the Director of Legislation in the initiation and development of grant and other funding for the organization.
- Continuously evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement.

In summary, initiate and direct the implementation of changes and enhancements to the administrative support function and be a partner with the Executive Director as a catalyst for organizational health and well-being in support of member agencies.

## The Ideal Candidate

This ideal candidate will demonstrate commitment by actively supporting the organization and the Executive Director. This executive will be an advocate for an inclusive, results-driven organization culture who knows how to effectively support the agency's programs and initiatives while ensuring regulatory compliance. The Deputy will encourage service optimization of the financial and administrative support operations for the organization. The ideal candidate will establish credibility with technical staff, member agencies, regulatory agencies and stakeholders by utilizing a broad base of experience and background in public sector management and/or planning. Through these efforts, the successful candidate will leverage his/her leadership ability to provide full support to the Executive Director.

The Deputy Executive Director should be self-motivated and approachable. The Deputy Executive Director should serve as a role model for others in maintaining high personal standards of ethics and integrity by being honest, honoring commitments and treating others fairly and respectfully and promoting and supporting teamwork. The Deputy will ensure that integrity and respect are embedded in the organization's decisions and actions. The Deputy should also have excellent communication and interpersonal skills combined with strong negotiating skills to address issues with a creative approach rather than a regulatory manner.





### **Qualifying experience and education:**

This position requires a well-balanced public sector administrative executive. Candidates must have a track record of success and demonstrated leadership, preferably in California. Experience dealing with regional issues, inter-governmental affairs, public policy, legislative issues and planning issues will be important considerations.

- **Experience:** Ten years of increasingly responsible managerial and administrative experience in city, county, regional, state or federal administration or planning, five years of which must have been in a highly responsible management level capacity. Experience with a regional planning agency is desirable although other highly skilled managers are strongly encouraged to submit credentials for consideration.
- **Education:** A Bachelor's degree from an accredited college or university with major course work in public administration, planning, or a related field is required. A Master's degree in a related field is preferred.

## Compensation and Benefits

The salary range for the Deputy Executive Director position is \$152,028 - \$197,636. For a detailed listing of benefits offered, see the enclosed brochure insert.



## To Be Considered

Candidates are required to submit a comprehensive resume, a compelling cover letter and a list of professional accomplishments. Electronic submittals are strongly encouraged to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900.

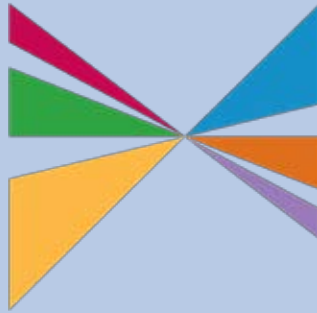
**Closing date for receipt of resumes is September 5, 2008.** Resumes will be reviewed upon receipt by Ralph Andersen & Associates. Candidates are encouraged to apply immediately. Following the initial review and screening, candidates with the most relevant qualifications will be contacted for an interview with an Interview Panel. The Executive Director will interview the top two to three candidates advanced by the Interview Panel.

**Professional references will not be contacted until mutual interest has been established.** Candidates will be required to sign a release form authorizing a thorough background check including a review and verification of education, DMV records, civil litigation, wants, warrants, criminal history, credit and financial history. A pre-employment physical and/or drug and alcohol screening may also be conducted.

### *Equal Employment Opportunity*

*SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, and sexual orientation.*

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## Compensation and Benefits

**Compensation:** The salary range for the Deputy Executive Director position is \$152,028 - \$197,636.

**Lifetime Retiree Medical:** Upon meeting the vesting requirements and retirement from SCAG, lifetime medical coverage will be provided to the employee with a monthly subsidy paid by SCAG provided all CalPERS conditions are met. The current monthly subsidy is \$550 per month.

**Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans, two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance in the amount of \$150,000 is provided by SCAG. Short-term and long-term disability insurance plans are provided by SCAG.

**Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% at 55 plan. **SCAG pays the employee's 7% contribution.** ICMA and MetLife 457 Deferred compensation plans are available and SCAG provides a **3% match** of yearly salary up to \$3,500 per year.

**Holidays:** A total of 13 paid holidays – 9 designated and 4 floating are provided annually.

### **Vacation and Sick Leave.**

**Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with parking expenses, health, and dependent care.

**Rideshare/Transportation Incentive Program:** SCAG pays \$155 towards monthly bus, vanpool or Metrolink pass, \$35 per month for ridesharing. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.

**Flexible Time/Modified Work Week:** Employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

### **Other Benefits include:**

- Professional Memberships
- Conference Travel and Attendance
- E-Central Credit Union Membership
- Tuition reimbursement

# Member Agencies

## Member Cities

- Agoura Hills
- Alhambra
- Anaheim
- Apple Valley
- Arcadia
- Artesia
- Avalon
- Azusa
- Baldwin Park
- Banning
- Barstow
- Beaumont
- Bell
- Bellflower
- Bell Gardens
- Beverly Hills
- Big Bear Lake
- Blythe
- Bradbury
- Brawley
- Brea
- Buena Park
- Burbank
- Calabasas
- Calexico
- Calimesa
- Calipatria
- Camarillo
- Canyon Lake
- Carson
- Cathedral City
- Cerritos
- Chino
- Claremont
- Coachella
- Colton
- Commerce
- Compton
- Corona
- Covina
- Cudahy
- Culver City
- Cypress
- Desert Hot Springs
- Diamond Bar
- Downey
- Duarte
- El Centro
- El Monte
- El Segundo
- Fillmore
- Fontana
- Fullerton
- Gardena
- Glendale
- Glendora
- Grand Terrace
- Hawaiian Gardens
- Hawthorne
- Hemet
- Hermosa Beach
- Hidden Hills
- Highland
- Holtville
- Huntington Beach
- Imperial
- Indian Wells
- Indio
- Industry
- Inglewood
- Irvine
- Irwindale
- La Canada Flintridge
- La Habra
- La Habra Heights
- La Mirada
- La Palma
- La Puente
- La Quinta
- La Verne
- Laguna Beach
- Laguna Niguel
- Laguna Woods
- Lake Elsinore
- Lake Forest
- Lakewood
- Lancaster
- Lawndale
- Loma Linda
- Lomita
- Long Beach
- Los Alamitos
- Los Angeles
- Lynwood
- Malibu
- Manhattan Beach
- Maywood
- Monrovia
- Montclair
- Montebello
- Monterey Park
- Moorpark
- Moreno Valley
- Murrieta
- Needles
- Newport Beach
- Norco
- Norwalk
- Ojai
- Ontario
- Oxnard
- Palm Springs
- Palmdale
- Paramount
- Pasadena
- Pechanga Band of Luiseño Indians
- Perris
- Pico Rivera
- Placentia
- Pomona
- Port Hueneme
- Rancho Cucamonga
- Rancho Mirage
- Rancho Palos Verdes
- Redlands
- Redondo Beach
- Rialto
- Riverside

## Member Counties

- Imperial County
- Los Angeles County
- Orange County
- Riverside County
- San Bernardino County
- Ventura County

## Sub-Regional Organization Members

- Arroyo Verdugo Cities
- City of Los Angeles
- Coachella Valley Association of Governments (CVAG)
- Gateway Cities Council of Governments (GCCOG)
- Imperial Valley Association of Governments (IVAG)
- Las Virgenes Malibu Council of Governments
- North Los Angeles County
- Orange County Council of Governments (OCCOG)
- San Gabriel Valley Council of Governments (SGVCOG)
- South Bay Cities Council of Governments (SBCCOG)
- Ventura Council of Governments (VCOG)
- Western Riverside Council of Governments (WRCOG)
- Westside Cities Council of Governments (WCCOG)

## Transportation Commissions

- Riverside County Transportation Commission (RCTC)
- Ventura County Transportation Commission (VCTC)
- Orange County Transportation Authority (OCTA)
- San Bernardino Association of Governments (SANBAG)

